

**EXETER-WEST GREENWICH
REGIONAL SCHOOL DISTRICT**

March 13, 2012

MINUTES

The Exeter-West Greenwich Regional School District School Committee held a meeting on this date at 6:00 p.m. in the Jr. – Sr. High School Library. Members present were Teri Maia-Cicero, Chair; Mark Rafanelli; Vice Chair, Theresa Donovan, Paul McFadden, Lee Kissinger, and Claudine Pande. Valerie Zuercher, Clerk was absent. Others present: Superintendent Thomas J. Geismar, Director of Administration Robert V. Ross, Student Member Angela Russo

ORDER – Chair Cicero called the meeting to order at 6:05 p.m. The Pledge of Allegiance was recited and Vice Chair Rafanelli read the District Mission Statement.

Open Forum – None

PRESENTATION – Student Member Report – Student Member Russo reported that the modern exploration class field trip to RI Rock Climbing went well and students enjoyed the experience. Last Saturday the drama club, under the direction of senior students, had an open rehearsal and preformed the play, *Voices from High School*. This coming weekend the club will compete in the RI State Drama Festival in Bristol. Next Thursday, the National Honor Society will visit Alpine Nursing Home to play BINGO with residents. Lindsay DeMattio organized a prison ball tournament for this coming Thursday, for her senior project. The earnings from the tournament will be donated to the Tiny Miracles Foundation, which supports families with premature babies. A field trip to the state house is scheduled for next Monday for sociology students to attend the Capital Forum. DECA club students recently participated in a competitive event. Students did very well, placing first in Sports Marketing and second and third in other categories. Lastly, the jazz band is having a concert tonight in the auditorium at 7:00 p.m. Student Member Russo said that she would be leaving the meeting early tonight to perform at the concert.

ROUTINE ITEMS – CONSENT AGENDA- Superintendent Geismar gave an overview of the Consent Agenda.

Member McFadden left the meeting at this time, (6:10 p.m.).

Member Pande made a motion to accept the consent agenda; seconded by Member Donovan.

Member Pande asked clarifying questions about the junior high school track coaching positions. Dr. Geismar said that he asked Athletic Director Daft to set up safety training with the Rothenberg's for next week before the start of practice. All of the coaches will go to the training. Dr. Geismar said that he intends to bring forward to the next School Committee meeting a fitness trainer with a PowerPoint presentation and a demonstration.

Voted 5 – 0 in favor.

The following items were approved:

- A. Approval of Minutes - Regular Minutes of February 28, 2012; Executive Session Minutes of February 28, 2012; Special meeting Minutes of March 7, 2012**
- B. Personnel Items**
 - 1. Appointments – (As Recommended by the Superintendent)**
 - a. Daniel Gloria as Co-Head Jr. High School Track Coach, Half-Stipend \$1,403.47, effective for the 2011 – 2012 season**
 - b. Craig Main as Co-Head Jr. High School Track Coach, Half-Stipend \$1,403.47, effective for the 2011 – 2012 season**
 - c. Arthur Tefft as Head Jr. High School Girls' Softball Coach, Stipend \$2,993.35, effective for the 2011 -2012 season**
 - 2. Leaves of Absence**
 - 3. Resignations**
 - 4. Grievances**
 - 5. Non-Renewals**
 - 6. Recalls**
 - 7. Sabbaticals**
- C. Bills – In the amount of \$151,953.40**
- D. Home School Approval**
- End Consent Agenda**

Correspondence – (1) February 2, 2012 Wawaloam School SIT Meeting Minutes; (2) March 8, 2012 Metcalf School SIT Meeting Minutes; (3) January 25, 2012 Jr. High School Sit Meeting Minutes; (4) February 2, 20112 Sr. High School SIT Meeting Minutes; (5) March 8, 2012 EMA Memo Regarding Handling of Unknown Powder Incidents in US Mail; (6) February 29, 2012 Jr. High School SIT Agenda (*meeting canceled*); (7) February 27, 2012 Letter from the RI Department of Health regarding the RI Immunization Program's Immunization Assessment at EWG Regional Jr. High School

Vice Chair Rafanelli referenced correspondence (5) and suggested that *all* mail received from unknown senders should be handled the same and not just the mail from Texas. Dr. Geismar said that he personally communicated to all office staff members at each of the schools to pull and bag mail from Texas and any other mail that looks out of the ordinary.

Member Pande referenced correspondence (3) and asked if Metcalf School is using PBIS. Dr. Geismar said that Metcalf uses elements of PBIS. The plan is to go K-12 with the program. The Metcalf School presentation will take place at the next School Committee

meeting. At that time, Metcalf's administrators can bring the committee up to speed on how PBIS is applied at their school.

Chair Cicero requested that Dr. Geismar ask all of the principals to provide the School Committee with complete SIT meeting minutes that include participants' names.

2011 – 2012 Monthly Budget Projection – Vice Chair Rafanelli asked Mr. Ross to bring a high-level breakdown of where the \$400,000 came from to the next meeting.

2012 – 2013 Budget – Dr. Geismar said that included in members' supplemental packets is a copy of the All Day Referendum (ADR) sample ballot with the language on it that had been discussed. Also included, is a copy of Attorney Brad Gorham's email approving the ballot. The ballot was emailed to the Boards of Canvassers today. Member Pande advised that the sample ballot would be inserted onto the ADR flyer that will be advertised.

MONTHLY SUBCOMMITTEE REPORT(S) – Policy Subcommittee – Member Pande gave a brief description of three Resolutions that were received from the Association of School Committees for consideration. She said that if the School Committee agrees to sign the Resolutions, they will be sent out to all RI municipalities, school committees, state representatives, senators, and the governor.

Member Pande moved to approve School Committee Resolution (Binding Arbitration); seconded by Vice Chair Rafanelli; and voted 5 – 0 in favor. The motion passed.

Member Pande moved to approve School Committee Resolution (Contract Continuation); seconded by Member Donovan; and voted 5 – 0 in favor. The motion passed.

Member Pande moved to approve School Committee Resolution (Layoff Notification Date); seconded by Vice Chair Rafanelli; and voted 5 – 0 in favor. The motion passed.

Member McFadden returned to the meeting at this time, (6:21 p.m.).

IT Subcommittee – None

Public Relations Subcommittee – None

MONTHLY STATUS REPORTS – Superintendent – Members did not express any questions or concerns regarding the Superintendent's Report.

Business – Member Pande congratulated Robin for winning the Fitness Challenge.

Special Education – Members did not express any questions or concerns regarding the Special Education Report.

Maintenance – Vice Chair Rafanelli noted that the maintenance report shows hints of damage to property. He asked Dr. Geismar if that is more prevalent or if it is average. Dr. Geismar said that he has not noticed any damages. He would have to ask Mr. Plumley. Vice Chair Rafanelli said that it would be a good idea for the committee to see the discipline reports again to correlate that. Chair Cicero requested Dr. Geismar to research why the committee is no longer receiving the disciplinary reports.

Technology – Members did not voice any questions or concerns regarding the Technology Report.

Vice Chair Rafanelli made a motion to move up agenda item, *VII. A. Accept 2011 Audit Report*; seconded by Member Donovan; and voted 6 – 0 in favor. The motion passed.

UNFINISHED BUSINESS – Accept 2011 Audit Report – CPA Pat Boucher of Bacon & Company, LLC gave an overview of the EWG Regional School District Annual Financial Statements for the Fiscal Year Ended June 30, 2011. Mrs. Boucher said that there are no concerns with the District's overall financial standing based on the audited financial statement for 2011. Member Donovan noted that the report shows there were significant improvements compared to previous years in internal controls. She thanked District Treasurer Patricia Ruizzo and said that this is a great report. She recognized that there was a lot to do, especially with UCOA and all the recent changes. Dr. Geismar referenced Bacon & Company's management letter and said that what stood out to him were the recommendations that the district should adopt a formal fund policy and develop an accounting manual that documents policies and procedures. Dr. Geismar said that he would like to come back to the committee in a month or so to consider fulfilling these two recommendations. He thanked Mrs. Boucher and Bacon & Company for conducting the audit in a professional, non-disruptive manner. He thanked Mrs. Ruizzo and her staff for doing an outstanding job. Chair Cicero told Mrs. Ruizzo that the School Committee appreciates all her hard work.

Vice Chair Rafanelli moved to accept the 2011 Audit Report; seconded by Member Kissinger; and voted 6 – 0 in favor. The motion passed.

NEW BUSINESS –NESDEC Superintendent Search – Executive Director of the New England School Development Council (NESDEC) Arthur Bettencourt and Search Consultant Dr. Joseph Connors presented a draft proposal to provide assistance in the search for a superintendent of schools. Mr. Bettencourt said that it typically takes 120 days to conduct a search. However, he thinks that this search may only take four to five weeks to complete because EWG is such an attractive district.

Student Member Russo left the meeting at this time, (6:45 p.m.).

Mr. Bettencourt handed out proposal packets outlining the NESDEC search process and he briefly explained the scope of services that he thought would be useful, should the committee decide to accept the proposal.

Member Pande left the meeting at this time, (6:53 p.m.).

Mr. Bettencourt and Dr. Connors answered members' clarifying questions.

Member McFadden said that he was very pleased with the results of the last search that NESDEC did for the district.

Member McFadden moved to hire NESDEC to perform a superintendent search; seconded by Member Donovan.

Mr. Bettencourt and Mr. Ross answered members' questions relating to estimated average cost of services, the timeline for a search, and funding the search.

Member Pande returned to the meeting at this time, (7:25 p.m.).

Member McFadden asked to have the motion on the floor reviewed.
Voted 6 – 0 in favor. The motion passed.

A date was agreed upon for Dr. Connors to come back to meet with the School Committee to develop an event schedule/timeline for the entire process. This schedule will detail the major tasks in the search process. The meeting will take place in the high school library on Friday, March 23, 2012 at 6:00 p.m. Dr. Connors asked members to give some thought as to what options they want and to come to the table with some certainty of a plan. Mr. Bettencourt said that he would send the committee a meeting guide for reference.

Chair Cicero recommended and the committee agreed to modify the notice on the district website inviting community members to serve on the superintendent search committee. The modification is to ask community members to “*send a letter of intent explaining your qualifications*”. . . .

Intercom Repair at the Jr. – Sr. High School – Dr. Geismar reported that there are several classrooms at the Jr. – Sr. High without working intercoms. He referenced the quote provided by Communication Systems, Inc. (CSI) of \$3,475 and emphasized that the repairs are necessary. Mr. Ross advised that CSI is the vendor of record for the security and communication systems.

Member Donovan moved to approve the intercom repair for the Jr. – Sr. High in the rooms noted on the quote from CSI, not to exceed \$3,475; seconded by Member Pande and voted 6 – 0 in favor. The motion passed.

AED for Athletics and Lineham – Dr. Geismar said that School Nurse Teacher Dawn Seitz is researching a funding source for the purchase of two AED devices for athletics and Lineham School. However, that may not be realized. Dr. Geismar requested that the committee approve the purchase tonight and said that if a funding source becomes available he will report back to the committee.

Members asked clarifying questions. Dr. Geismar said he would report back to the committee on the number of staff members that are AED certified.

Member Donovan moved to approve the purchase of two AED devices from Life Support Systems, the total cost not to exceed \$2,494.00, unless other sources could be identified for funding; seconded by Vice Chair Rafanelli

Member Pande requested that the Superintendent report back to the School Committee should any issues arise preventing the coordination of the AED device at athletic events.

Voted 6 – 0 in favor. The motion passed.

October 1 Enrollment – Mr. Ross reported that the October 1 enrollment was sent out to the towns for the third time this afternoon. He explained the process he used to try to recreate the October 1 data. The initial October 1 enrollment count that was submitted to the state was 1,010 for West Greenwich and 824 for Exeter. The list that went to the towns today showed 1,011 for West Greenwich, a gain of 1 student and 827 for Exeter, a gain of 3 students. Mr. Ross explained the difficulties encountered in trying to interpret data that occurred on October 1. A lengthy discussion followed. Dr. Geismar told the committee that Mr. Ross has spent many hours recreating October 1 data and in the end, he estimates that the count is .001 off from where it was initially. He acknowledged that the current process needs to be corrected. He said that he and Mr. Ross are going to work with the staffs in the schools and his goal is, by the first meeting in April, to bring the committee a flowchart and a plan for next year and going forward so that this confusion does not reoccur in the future. The committee can sign off on the plan. Members discussed what to do now since there are more students than was initially reported. Vice Chair Rafanelli said that given the variance, he would go with what Dr. Geismar signed off on, which follows the charter. Member McFadden agreed and suggested to leave it up to the two towns to find a common ground. Dr. Geismar reiterated that a plan would be brought to the School Committee in April. Member Kissinger asked Dr. Geismar to also bring the enrollment documents that parents fill out when registering their child for school.

High School Emergency Generator Discussion – As a preliminary number to be used for the discussion of purchasing a backup generator for the high school, Mr. Ross reported that three contractors have provided quotes for the Datacenter and Admin Building backup generator. Mr. Ross questioned if the School Committee desires to have these vendors also provide quotes for a backup generator for the high school. Member Kissinger recommended requesting quotes for one generator to do both buildings. A discussion ensued relating to funding the unit. Mr. Ross said that he is in discussion with RI Health and Educational Building Corporation (RIHBC) and RIDE inquiring what can be done with the school bond end balance of approximately \$100,000. He advised that the admin building egress parking area project is pending. Members Kissinger and McFadden were of the opinion that procurement of a generator to protect the facilities is more imperative than the egress project. Member Pande said that she understood the need to protect facilities; however, she also needs to review the numbers. The committee agreed that Mr. Ross should continue to get a quote for the high school generator and bring forward the Capital Asset Protection Plan.

Approve Memorandum of Understanding with Gems-Net Project – Dr. Geismar advised that it is time to reapprove the GEMS-NET Project contract for years 2012 – 2014. Gems-Net provides science programming for students K – 8 and is a budgeted item. In response to Member Pande’s inquiry, Dr. Geismar said that Gems-Net is a sound program that provides top quality professional development for teachers. If the district stays faithful to the program, he anticipates improved test scores.

Member Rafanelli moved to approve Gems-Net Project MOA for years 2012 – 2014; seconded by Member Kissinger; and voted 6 -0 in favor.

Capital Project Update – None

Reports/Comments – None

Important Dates and Meetings –Monday, March 26, 2012-Public Hearing; Tuesday, March 27, 2012-School Committee Meeting (*at METCALF SCHOOL*); Monday, April 9, 2012-All Day Referendum and Special School Committee Meeting at 8:30 p.m.; Tuesday, April 10, 2012-School Committee Meeting (*Sr. High School Presentation*); Tuesday, April 24, 2012-School Committee Meeting (*Jr. High School Presentation*)

EXECUTIVE SESSION – RIGL 42-46-4 and RIGL 42-46-5 – Vice Chair Rafanelli moved to go into Executive Session at 8:40 p.m. in accordance with 42-46-5 (2) – CBA – (C94/Teachers’ Association) – Negotiation Discussion and/or Pending Litigation; and 42-46-5 (a)(1) – Personnel; seconded by Member Kissinger; and voted as follows:

Teri Cicero	Yes
Mark Rafanelli	Yes
Theresa Donovan	Yes
Paul McFadden	Yes
Claudine Pande	Yes
Lee Kissinger	Yes

Meeting recessed to Executive Session at 8:40 p.m.

Dr. Geismar left the session at 8:45 p.m.

Vice Chair Rafanelli moved to reconvene to Open Session. Member Kissinger seconded the motion. Voted 6 – 0 in favor.

Meeting reconvened to Open Session at 8:50 p.m.

There were no votes taken during Executive Session.

Adjournment – Vice Chair Rafanelli moved to adjourn; Member Kissinger seconded the motion; and voted 6 - 0 in favor. Meeting adjourned at 8:50 p.m.

**ROBIN CERIO
CLERK**